



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Office of Human Resources

LIMITED POSITION DESCRIPTION

***LIMITED POSITION:** Counselor/Advisor

LOCATION: NetworkRI Offices – One Stop Center
One Reservoir Avenue, Providence, RI

REPORTS TO: Director of Community Services

GRADE & SALARY: PSA 9

WORK SCHEDULE: Non-standard, 35 hours per week

BASIC FUNCTION: Facilitate the smooth transition of adult learners from academic remediation to occupational skills training. Complete and submit documents, reports, and data as required by the R.I. Department of Education (RIDE).

DUTIES AND RESPONSIBILITIES:

Provide individualized, self-directed computer aided instruction in basic reading, language, math skills and workforce readiness skills.

Assist individuals in achieving academic levels sufficient to access vocational and occupational training programs in accordance with RI industry standards.

Provide appropriate instruction for speakers of other languages and for disabled students.

Provide basic keyboarding and computer use skills.

Provide academic remediation for Workforce Investment Act (WIA) and other federal jobs training programs enrollees, as needed.

Provide job skills workshops for WIA training program completers, as needed.

Compile data and provide required program reports to the RIDE Office of Adult Education, utilizing the CALIS reporting system (or current system in use).

LICENSES, TOOLS AND EQUIPMENT:

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Minimum BA in Education; Master's degree in adult education and teacher certification preferred; experience teaching diverse adult/youth populations, providing one-on-one computer aided instruction required.

Knowledge of adult learning principles, awareness of RI industry clusters' standards, and experience providing literacy and adult basic education a plus.

A working knowledge of computer assisted instruction utilizing the "Skills Tutor" software required. Knowledge and experience in various educational software a plus

Experience in compiling data and completing detailed reports in a timely fashion required. Familiarity with RIDE database and reporting requirements a plus.

Knowledge of the keyboard and basic computer skills required.

***This position is grant-funded and limited to June 30, 2012.**

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.